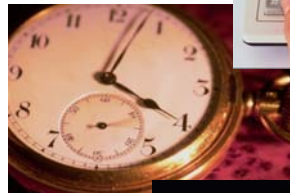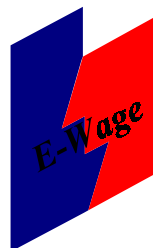# E-Wage

Reference Guide

Windows Version 3.0
Multi User

Utah Department of Workforce Services
Unemployment Insurance

Table of Contents

Introduction

Welcome to *E-Wage*

This Windows Version of *E-Wage* servers as the framework for many new changes in wage reporting with The Utah Department of Workforce Services.

The *New E-Wage* Program offers the following improvements:

- Replacement for the "JSwage" DOS based wage data entry program

- A user friendly and intuitive Windows environment

- Electronic filing for both the Employer's Contribution Report (Form 3) and the Wage List (Form 3H)

- Optional payment of taxes with a debit Electronic Funds Transfer (EFT)

- Improved import capabilities

- Update employer account information (Form 3S)

- *E-Wage* upgrades available on line: **http://jobs.utah.gov/ui/ewage/ewage_download.asp**

E-Wage eliminates the need to send paper documents to DWS. The paper reports created in this program are for the sole use of the business owner or the tax preparer and clients.

Paper documents printed in *E-Wage* are not intended for filing reports with this Department. The Payment Coupon, the only exception, must be sent with your check *unless* paying by EFT.

System Requirements

- A Microsoft Windows compatible PC with a Pentium processor, recommended 200 MHz or faster

- Windows 95, Windows 98, Windows NT 4.0 with service pack 6,
  Windows 2000, Windows XP

- All Relative Y2K service packs

- 64 MB of RAM

- 5 MB of free hard disk space

- CD-ROM drive

- Minimum 56K Modem

- Internet access to take advantage of Internet features

- Use only Netscape Navigator (v6.1 or greater) or Internet Explorer (v5.5 or greater)

- We recommend a resolution of 1024 x 768 or higher

E-Wage

Installation

CD-ROM

Insert the ***E-Wage*** software CD into your CD-ROM drive to bring up the autorun screen or run **setup.exe** in the root directory of the ***E-Wage*** CD. Follow the instructions appearing on your screen. The installation wizard puts the new ***E-Wage*** icon on your computer desktop.

Internet

The ***E-Wage*** program may be downloaded from the Department's website at: **http://jobs.utah.gov/ui/ewage/ewage_download.asp**

Program Mode Selection

After the ***E-Wage*** install process, select the "Multi User" mode.
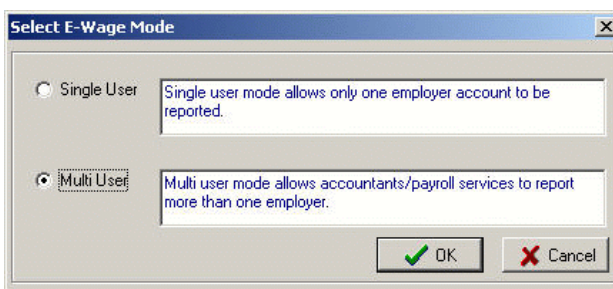
Program Updates

To check for the latest updates, go to the Help tab at the top of any screen. Go to "About ***E-Wage"*** and click on the Update button. The update file can be downloaded to a diskette by using a computer with Internet access to the Department's website at: **http://jobs.utah.gov/ui/ewage/ewageupgrade.asp**. An update can also be obtained by calling the Department's **Help Line**.

Help Line: 801-526-9494
800-222-2857 Ex 69494
8:00 a.m. to 5:00 p.m.
Except Weekends and Holidays

Quick Reference

- *E-Wage* **Manual**
  - The *E-Wage* Manual is found on the install CD or may be downloaded from the Internet at **http://jobs.utah.gov/ui/employer.asp**.

- **Getting Started**
  - The question mark icon (?) to the side of any field represents the help icon. Information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.
  - The first time you run *E-Wage*, the Tax Preparer Profile screen is shown.
  - All fields must be input with data and posted to continue.
  - Begin enter Client Profile Information.
  - Confirm the system time, date, and Client Profile each time you select a client.

- **Update Employer Information Profile - Form 3S**
  - Click "No" if there are changes to the account (i.e., change of ownership/entity, address, contact information).
  - Complete Form 3S and "Post Changes" or cancel and choose the Wage Data tab at the top of the screen to continue.

- **Contributory Employer's Quarterly Wage List - Form 3H**
  - Enter Quarter/Year and confirm.
    - This is the report filing period.
  - Enter Contribution Rate and confirm.
    - This is located on line #6 of your Employer Quarterly Contribution Report (Form 3) or your annual Contribution Rate Notice (Form 45).
  - Enter Taxable (Wage) Base and confirm.
    - This is found on line #4 of your Employer Quarterly Contribution Report (Form 3) or your annual Contribution Rate Notice (Form 45).
  - Enter Employee Social Security Number (SSN).
    - Leave blank if the SSN is invalid or unknown at the time of reporting.
  - Enter Employee Name.
  - Enter Employee Gross Wages.
    - Report dollars and cents.
    - An Employer 125 Cafeteria Plan are the only wages that are not reported in gross wages.
  - Click "Continue" when completed.

- **Reimbursable Employer's Quarterly Wage List - Form 3H**
  - Enter Quarter/Year and confirm.
    - This is the report filing period.
  - Enter Employee Social Security Number.
    - Leave blank if the SSN is invalid or unknown at the time of reporting.
  - Enter Employee Name.
  - Enter Employee Gross Wages.
    - Report dollars and cents.
    - An Employer 125 Cafeteria Plan are the only wages that are not reported in gross wages.
  - Click "Continue" when completed.

- **Contributory Employer's Contribution Report - Form 3**
  - Information from the "Wage Data Entry" screen creates the Form 3 Contribution Report and calculate the contribution (tax) due. Any interest and penalties are based on the computer's system date at the time the contribution is calculated.
  - Total Payment.
    - Enter dollar amount of remittance.
  - Enter Employee Count.
  - Click "Continue" when completed.
  - Adjustments for prior quarters must be made by filing an amended report (Form 3ADJ and 3HADJ). Forms can be downloaded from the web at: **http://jobs.utah.gov/ui/taxform.asp**.

- **Reimbursable Employer's Quarterly Report**
  - Information from the Wage Data Entry screen is used to report the total wages paid in the quarter.
  - Enter Employee Count.
  - Click "Continue" when completed.
  - Adjustments for prior quarters must be made by filing an amended report (Form 3HADJ). Form 3HADJ can be downloaded from the web at: **http://jobs.utah.gov/ui/taxform.asp**.

- **Submit The Contribution Employer's Report & Quarterly Wage List**
  - Three filing options
    - Create a data file on diskette and mail with coupon and payment.
    - Upload a data file to the Internet and mail the coupon and payment.
    - Upload data file and make an EFT payment on the Internet.

- **Submit The Reimbursable Employer's Report & Quarterly Wage List**
  - Two filing options
    - Upload a data file to the Internet.
    - Create a data file on diskette and mail in.

Where to Start With E-Wage

The question mark icon (?) to the side of any field represents the help icon. Help information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.

Run *E-Wage* For The First Time

To run *E-Wage* for the first time, simply double click on the *E-Wage* icon on your computer Desktop or you can execute the program C:\Program Files\EWage\EWage.exe.

Select User Mode

Select the Multi User mode.
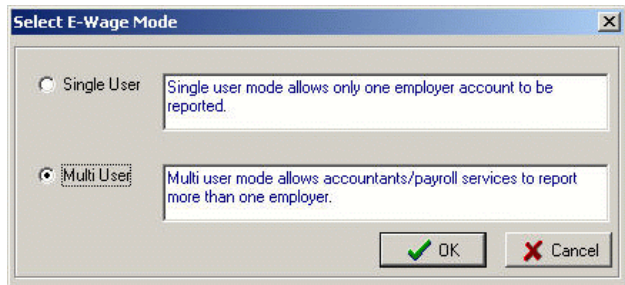
Tax Preparer Profile Setup

The first time that *E-Wage* runs, enter the basic "Tax Preparer Profile" information as shown. All fields must be completed and posted before proceeding.

Once the "Tax Preparer Profile" has been completed, the EFT information screen becomes active.

Tax Preparer EFT

If the "Tax Preparer" is making the payment for each Client, enter the Tax Preparer's EFT Information. After completing this screen, save the "Tax Preparer Profile" by clicking on the "Post" button. This EFT payment option globally affects every client using the "Tax Preparer's" EFT payment option.

Enable EFT Payment

Check the "Enable EFT Transactions" box.

Disable EFT Payment

Uncheck the "Enable EFT Transactions" box.

Complete the **EFT Setup** and/or "Tax Preparer Profile" by clicking on the "Post" button.

Client EFT

If the Client is making the payment, the EFT information is set up in the "Client Profile." Refer to page 21.

Client Profile Setup

The first time that *E-Wage* runs, please enter the "Client's Profile" information. All fields must be completed and posted before proceeding.

Once the "Client's Profile" has been completed, other options become active.

Options Default Settings

The Client makes the payment. The coupon automatically prints. The client account is active and the contact information comes from the "Client Profile" screen.

Payment Options

Either the Client or the Tax Preparer can make the tax payment.

Client Payment Method

Coupon: This option automatically prints a coupon that must accompany the remittance.

EFT: When paying electronically, the **EFT** information must be set up. Refer to page 21.

Tax Preparer Payment Method

     STS+Check: If the "**STS+Check**" box is selected, this option automatically prints a **"Summary Transmittal Sheet."** The **STS** is a printed list of the Clients' account numbers, names, and taxes due. The **STS** shows a grand total at the bottom of the last page. The Tax Preparer remits a payment for the total amount due.

     STS+EFT: If the "**STS+EFT**" box is selected, the **EFT** information comes from the "Tax Preparer's Profile." If the Client box is checked, the **EFT** information comes from the Client's **EFT** Profile.

Client Options

     Inactive Account: Check "Yes" to inactivate the client account. The account will be moved to the inactive Client List.

     Contact Information: If "Yes" is checked, the "Tax Preparer Profile" contact information is sent with the quarterly filing. Check "No" and the "Client Profile" contact information is sent instead.

Beginning Each Quarter

Each time you enter the *E-Wage* program, it displays the "Client Information" screen which lists the active accounts. Refer to page 24 for "Display Information" options.

After entering a quarter and year, select a client by double clicking on its name.

The "System Date Check" and "Employer Profile Check" screen will appear for verification.

System Date Check

An incorrect system date may cause inaccurate interest and penalty calculations. *E-Wage* displays the system date each time a client is selected. To correct the "System Date and Time," click the "Change" button.

Change System Date

Correct the system settings on this screen.
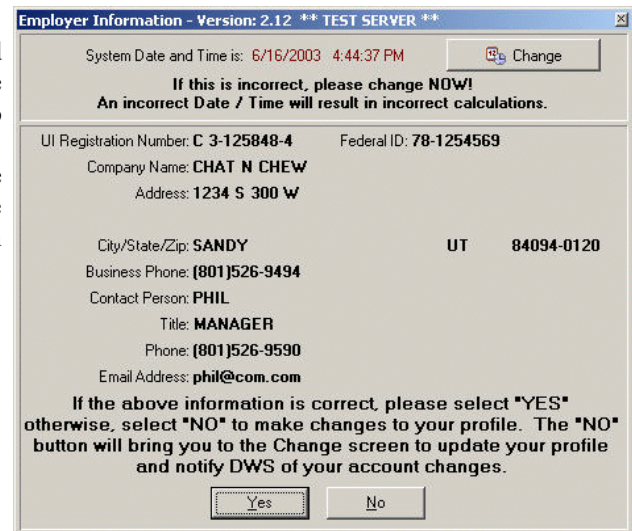
Employer Profile Check

Each time a client is selected, you are asked to verify the "Client Profile" information. If the "Client Profile" is correct, select "Yes" to go to the "Wage Data Entry" screen.

A "No" answer will take you to the "Employer Changes" screen (Form 3S) to make the correction. Refer to "Employer Changes" on page 20.

Data Backup

Close all *E-Wage* Programs that are running and click on the "Backup Database" button selected from the utilities option found under the "Help" tab. All client data is backed up in one zip file and saved in the *E-Wage* backup directory. The name of the backup zip file is the date and time when it was saved.

Restore or Move Database

The "Restore Database" button may be used to move client data to another location.
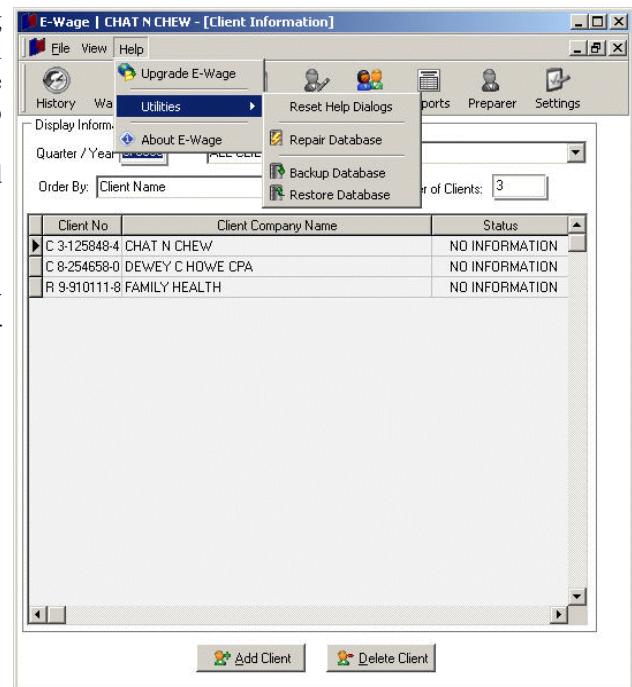
Backup Warning

Ensure that the *E-Wage* programs on the Network are closed before backing up the data.
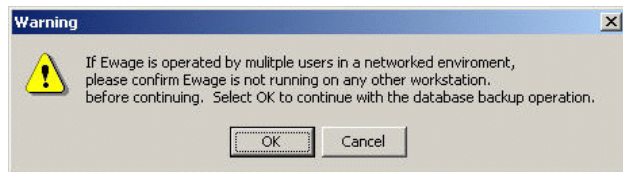
This section will discuss each Tab in the Tool Bar shown below.

History

Client History

The Client "History" screen allows you to view the following quarterly information.

- • Quarter
- • Filed By
- • Form 3 Date
- • Form 3H Date
- • Form 3S Date *
- • Trans Date
- • Rate
- • Base Wage
- • Total Wages
- • Subject Wages
- • Total Due
- • Contribution Due
- • Interest Due
- • Penalty Due
- • Payment Option

* The Form 3S history shows only the transmission date. The data elements do not appear.

E-Wage | CHAT N CHEW - [Wage History]

File   View   Help

History | Wage Data | Form 3 | Changes | Profile | Clients | Reports | Preparer | Settings

Qtr	Filed By	Form 3 Date	Form 3H Date	Form 3S Date	Trans Date	Rate	Base	Tot Wage
4/2002	Diskette	6/6/2003	6/6/2003		6/6/2003	0.015	22,000	$356,666
1/2003	Diskette	6/6/2003	6/6/2003	6/6/2003	6/6/2003	0.025	22,500	$50,170
1/2002	Diskette	5/20/2003	5/20/2003		5/20/2003	0.016	22,000	$684,388

Delete Entire Quarter

Highlight the quarter to be deleted and use the "Delete" button on your keyboard. You will be asked to confirm the deletion. Deleting a quarter will permanently remove all associated employees and wages from the *E-Wage* Program.

Warning

⚠ Deleting a quarter will permanently remove all associated employees and wages. Select YES to Delete, or NO to Cancel.

Yes   No
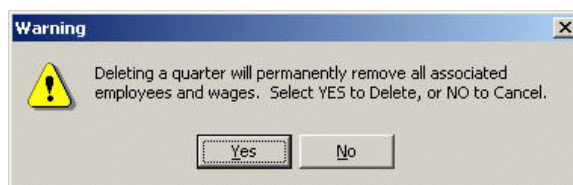
A second warning appears providing the final opportunity to cancel the deletion.

Warning

⚠ Are you sure you want to DELETE quarter 1/2003?

Yes   No
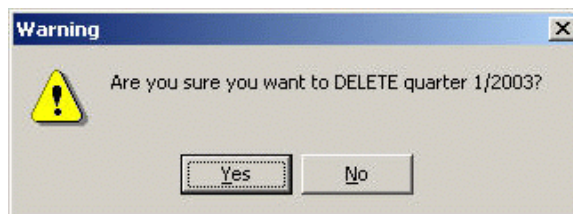
Wage Data

Entering Wage Data

Contributory Employers

After verifying the "Employer Profile," ***E-Wage*** automatically goes to the "Wage Data Entry" screen. The registration number and company name automatically appear using the "Employer Profile" information. Enter the quarter and year for which you are filing reports (e.g., 1/2003, 2/2003). While entering the Quarter/Year, Contribution Rate, and Taxable Base, you are asked to confirm the data for each entry. The Contribution Rate and Taxable Base are found on both the quarterly reports (Form 3) mailed at quarter's end and the annual Contribution Rate Notice (Form 45). The rate must be within the range of .001 to .099.

Did You Pay Wages This Quarter?

If you had payroll during the quarter, click on **YES** and enter the data.

If you had **NO** payroll in the quarter, click on **NO**. A "no wages paid" quarterly report is created.

Rate Changes Mid Year

The "Contribution Rate" input for the 1st quarter of each year becomes the default for that year. Any rate change for a subsequent quarter must be input.

Reimbursable Employers

The registration number and company name automatically appear from the "Employer Profile" information. Tax rates and wage base information do not apply to Reimbursable Employers. Enter and confirm the quarter and year for which you are filing reports (e.g., 1/2003, 2/2003).

Note: Reimbursable Employers only report wages for insured workers.

Wage Data - Form 3H

Entering Employee Wages

Enter the social security number (SSN), name, and wages for each employee. When hitting the ENTER key or TAB key after entering wages, the program automatically posts the data. The program keeps a running total of the number of employees and the total wages entered.

An invalid SSN should be replaced with a blank entry in order for the wage data to post to your account. If the employee has not provided a SSN, please obtain it. Upon receiving mail notification concerning this omission, you must respond by providing the corrected SSN. Excess wages can not be calculated for an employee without a SSN.

Report total gross wages (both dollars and cents) before deductions for each employee. Include compensation (cash, bonuses, commissions, gifts, tips, etc.,) as one wage figure. Do not list Employees who did not receive compensation during the quarter.

Exempt Wages

Section 125 Cafeteria Plan:
This refers to Section 125 of the Internal Revenue Code which allows a company to offer its employees a choice of non-taxable benefits. These wages are exempt from the Unemployment Tax and should not be reported as part of gross wages.

Continue to Form 3 Button
After completing the wage list information, press this button to save the data. The wage total posts to the Form 3 and the tax due is calculated for the quarterly report. Excess wages can not be calculated for an employee without a SSN.

Copy Previous Qtr Button
When clicked, this button copies the employee's name and SSN from the previously entered quarter that had payroll. The wage field will be blank. In choosing this option, you must remember to copy the previous quarter before adding new employees.

Add Employee Button
This button, when clicked, will add a blank line to the "Wage Data Entry" grid. Enter the information for the new employee.

Delete Employee Button

This button deletes employees one at a time. Highlight the employee and click on the "Delete Employee" button. You will be asked to confirm the deletion. Any employee without wages will automatically delete when the list posts to the Form 3. To delete an entire quarter, refer to the "History" section on page 12.
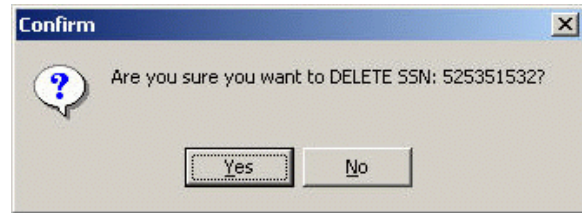
Import Payroll Button

This button will not become active until an import option is selected. Refer to the section "Wage Data Import Setup" on page 32.

This button allows you to import payroll data into *E-Wage*. Before using this feature, the import settings must be defined. When selecting this option, you must remember to import the wage data before adding new employees.
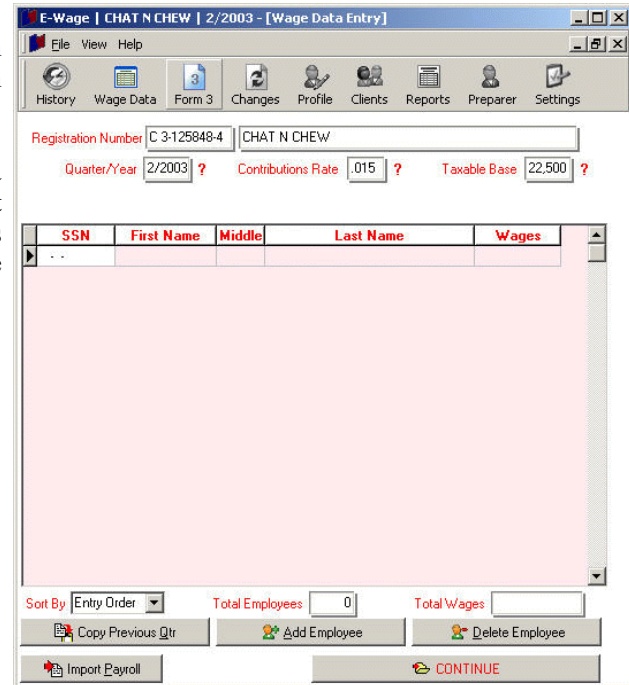
Set Import File Path

Set the path to the wage data file being imported.
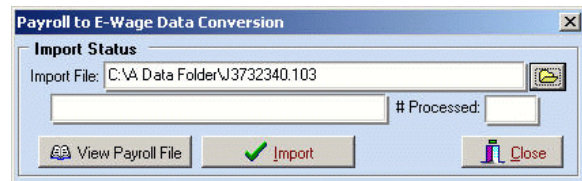
View Import File Button

Preview the file being imported to ensure the correct file has been selected.

Import Button

    This will validate the data file and confirm the number of employees being imported.

Validation Complete

Converting Wage Data

Successful Import Confirmed
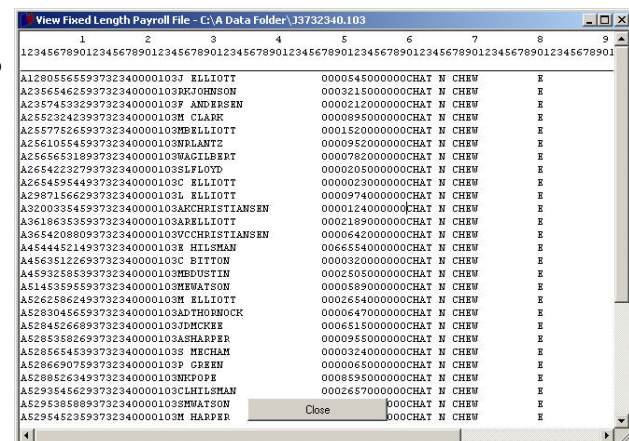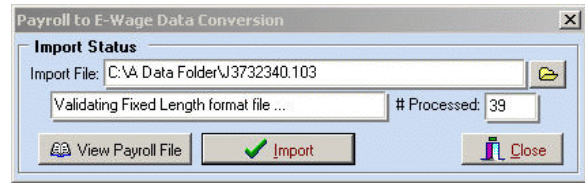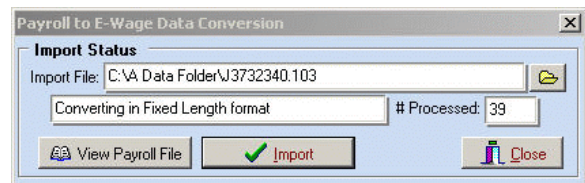
Form 3
Contributory Employers

Contributory Employers Report - Form 3

The wage data information from the "Wage Data Entry" screen posts to the "Employers Contribution Report" screen (Form 3). This report calculates the Excess Wages and Tax Due for this quarter.

Contribution (Tax) Payment

Enter the Total Payment.

Starting an *E-Wage* Payroll in Mid-Year

Employee wage information for each quarter of the calendar year must be posted to *E-Wage* to ensure that Excess Wages are calculated and the Unemployment Tax Due is correct.

If starting *E-Wage* later in the year, you may enter the prior quarters so that the Excess Wage calculation is correct. To override the calculation and manually input the excess wage amount, check the box to the right of the excess wage field.

Employee Count

For each month, report the number of covered workers who worked during, or received pay for, the payroll period which includes the 12th day of the month. Include full-time and part-time as well as intermittent employees. Exclude those who received pay during the payroll period but whose employment terminated prior to the payroll period. Click on the "Continue" button to go to the "Reports" screen.

Amending Quarterly Reports

Adjustments For Prior Quarters

      Adjustments or corrections for any quarters can not be submitted through the E-Wage Program. Amended quarterly tax reports must be submitted on paper. The following on-line forms are available to the public at: **http://jobs.utah.gov/ui/taxform.asp**

Form 3ADJ	Amended Employer's Contribution Report
Form 3 HADJ	Amended Wage List
Form 3HADJC	Amended Wage List Continuation Sheet

These forms may also be mailed or faxed to you by calling

801-526-9400
800-222-2857 Ex 69400
8:00 a.m. to 5:00 p.m.
Except Weekends and Holidays

Quarterly Report
Reimbursable Employer

Reimbursable Employers Report

  The wage total information from the "Wage Data Entry" screen posts to the "Reimbursable Employer's Quarterly" screen.

Employee Count

  For each month, report the number of covered workers who worked during, or received pay for, the payroll period which includes the 12th day of the month. Include full and part-time as well as intermittent employees. Exclude those who received pay during the payroll period but whose employment terminated prior to the payroll period. Click on the "Continue" button to go to the "Reports" screen.

Changes

Employer Changes - Form 3S

Use the screen found under the "Changes" tab to change the address, status, ownership, contact information, etc.

Change Screen Box 1

FEIN and Telephone Number

If the FEIN or phone number has changed, enter the new data in box number 1.

FEIN Change *"Please Note"*

FEIN change **cannot** be transmitted via the Internet in *E-Wage*. Submit the change on either a diskette or on-line at **http://jobs.utah.gov/ui/employer.asp**

Change Screen Box 2

Name and Address Changes

Use box number 2 to change the name and/or address. Do not check the "New Name" or the "New Address" boxes. They will automatically be checked after you make a change.

Change Screen Box 3

Change of Ownership

Use this box to change the ownership type of the business (e.g., from sole proprietorship to a corporation). After entering the date of the ownership change, select the new business entity from the "We changed to" drop down box.

Business Sold

Use this box if you sold your business. Enter the percent of assets sold and enter the date sold in the "Effective on" date field. Enter the new owner's name, business name, and address.

Change Screen Box 4

Close Account

Use box 4 if you closed your business without selling it or if you no longer have employees. Enter the effective date of the closing and select one of the appropriate check boxes.

Leasing Employees

If leasing employees, please enter the leasing company name and phone number.

Reopen Account

To reopen an old account, enter the effective date and check the reopen box.

Change Screen Box 5

Contact Information

Make appropriate changes as needed to update Contact Information.

Post Changes

Click on the "Post Changes" button to submit the changes with the quarterly filing.

Client Profiles

Client Profile Setup

Enter the "Client Profile" information. All fields must be completed and posted before proceeding.

Contributory Employer

Once the "Client Profile" is complete, other options become active. These options allow the tax preparer to customize the payment process.

Option Default Settings

The Client will make the payment. The client account is active and the contact information comes from the "Client Profile" screen.

Client Payment Options

Coupon Payment Method

Coupon: This option automatically prints a coupon that must accompany the remittance.

EFT Payment Method

Check the "EFT" box to activate the "EFT Information" button. Click on the "EFT Information" button to set up the EFT payment.

Client EFT Information Screen

Enter the client "EFT Information" and click on the "Post" button. The information will be saved and the EFT Payment Option will be activated. To inactivate the "EFT Payment" option, check the "Coupon" box or check the "Tax Preparer" box as the one making the payment. The "EFT Information" will not be deleted and may be activated again.

Tax Preparer Payment Options

STS+Check Payment Method

The Tax Preparer will make a single payment for a group of accounts. A "**Summary Transmittal Sheet**" (**STS**) serves as a coupon and will automatically print. The **STS** is a printed list showing the clients' account numbers, names, taxes due, and amounts paid. The **STS** will show a grand total at the bottom of the last page. The **STS** does not limit the number of clients.

EFT Payment Option

The "Tax Preparer" box is not active until the "EFT Information" is set up and enabled in the "Preparers Profile." Refer to page 31.

Client Options

Inactive Account: Check "Yes" to inactivate the client account. The account will be moved to the inactive Client List.

Contact Information: If "Yes" is checked, the "Tax Preparer Profile" contact information is sent with the quarterly filing. Check "No" and the "Client Profile" contact information is sent instead.

Reimbursable Employer Profile

For Reimbursable Employers, no payment options apply.

Inactive Account: Check "Yes" to inactivate the client account. The account will be moved to the inactive Client List.

Contact Information: If "Yes" is checked, the "Tax Preparer Profile" contact information is sent with the quarterly filing. Check "No" and the "Client Profile" contact information is sent instead.

Client Information

All Clients

Each time you enter the program, *E-Wage* displays the "Client Information" screen with all the active accounts.

Client Information Display

Entering a quarter and year displays all active clients and their current filing status.

Order By

The default display sorts by Client Name. To sort by Client Number, select that option from the drop down box.

The following options are available.

All Clients - Default

Clients - No Reports

This displays all clients for whom no reports have been completed.

Clients - Reports Completed - Not Submitted

This displays all clients for whom reports have been completed but not submitted.

Clients - Reports Completed - Submitted

This displays all clients for whom reports have been completed and submitted.

Inactive Clients

This displays all clients marked as inactive on the client profile.
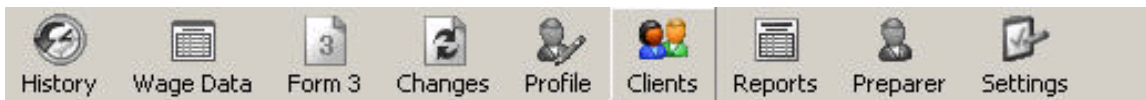
Add To Client List
   Click the "Add Client" button to input a new client profile. Refer to page 21.

Delete Client Information
   Delete a client by highlighting the account and click the "Delete Client" button. All client data is permanently deleted from *E-Wage* and can not be recovered.
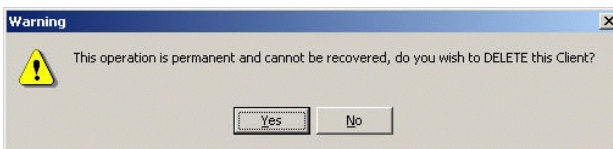
Client Profile Check
   When accessing an account, the "Employer Profile Check" and "System Date Check" screen appear for verification.

Client Information Check
   If the "Client Information" is correct, select "Yes" to continue. If changes were made since the last quarter, select "No." The "Employer Changes" screen opens allowing changes to the "Client Profile." Refer to page 20 .
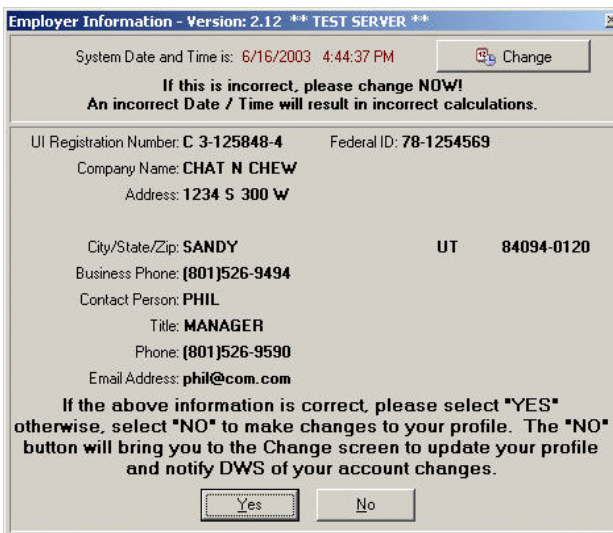
System Date Check
   An incorrect system date may cause inaccurate interest and penalty calculations. *E-Wage* displays the system date each time a client is selected. To correct the "System Date and Time," click the "Change" button.
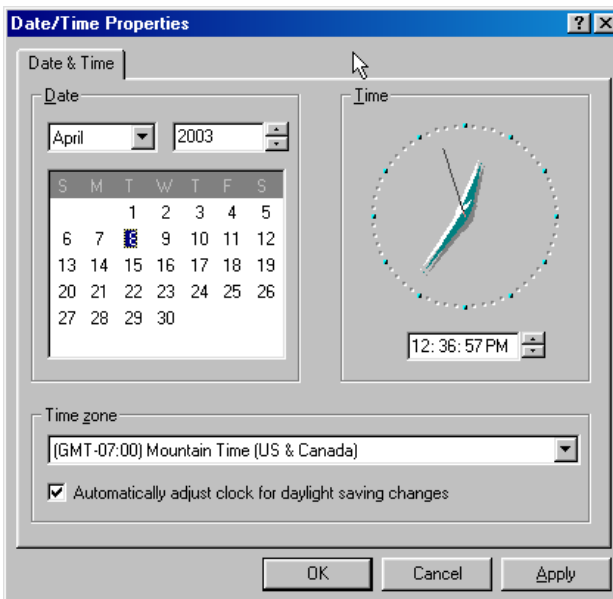
Reports

Submitting Reports

Enter a quarter and year for submitting reports. Clients' completed quarterly reports fall into either one of four Contributory Employer reporting categories or the Reimbursable Employer category. The Contributory Employer categories are determined by the payment option setup in the "Client Profile." Refer to page 21.

Order By

The default display sorts by Client Name. To sort by Client ID, select that option from the drop down box.

Reporting Options

The submission process does not automatically tag and submit reports for all the clients in the submission cues. Select one of the categories from the "Reporting Options" drop down box. All accounts ready for submission will be displayed. Highlight the accounts being submitted. Select a "Submission Method" and click on "Process" button.

Client / Check

Clients listed are set up to make payments with coupons. One coupon will automatically print for each selected client in the cue. The coupon must accompany the payment.

Client / EFT

Clients listed are set up to make EFT payments. No coupon is printed. "EFT Information" comes from the "Client Profile." Refer to page 21.

Tax Preparer / Check

Clients listed are set up to make payments with a coupon. The Tax Preparer makes a single payment for a group of accounts. This coupon or "Summary Transmittal Sheet" (STS) will automatically print. The STS is a printed list of the clients' account numbers, names, taxes due, and amounts paid. The STS will show a grand total at the bottom of the last page. The Tax Preparer may remit one payment for the total amount due. STS does not limit the number of clients.

Tax Preparer / EFT

Clients listed are set up to make EFT payments. No coupon is printed. "EFT Information" comes from the "Tax Preparers Profile." Refer to page 31.

Reimbursable

Highlight the Reimbursable accounts being submitted.

All Processed Clients

This "Reporting Option" lists Clients who have submitted reports for this quarter.

Submission By Internet

Select one of the categories from the "Reporting Options" drop down box. All accounts ready for submission will be displayed. Highlight the accounts being submitted. Select the "Internet Transmission" and click on the "Process" button. Refer to "Reporting Options" page 26.

Internet Transmission

E-Wage automatically opens the *E-Wage* Internet browser if you have an active Internet connection. If you experience Internet transmission problems when using AOL (America On Line), contact the ISP.

Making Payment

Coupon Payment - (Default Option)

When the data transmits, a payment coupon prints automatically. This coupon must accompany the payment to ensure proper credit to your account.

Electronic Funds Transfer Payment

If you use an EFT (Electronic Funds Transfer) to make the payment, no coupon is printed. Verify that you have completed the information for the EFT payment option in the "Employer Profile" screen before processing. Refer to "EFT Setup" information on page 31.

.. Processing ..
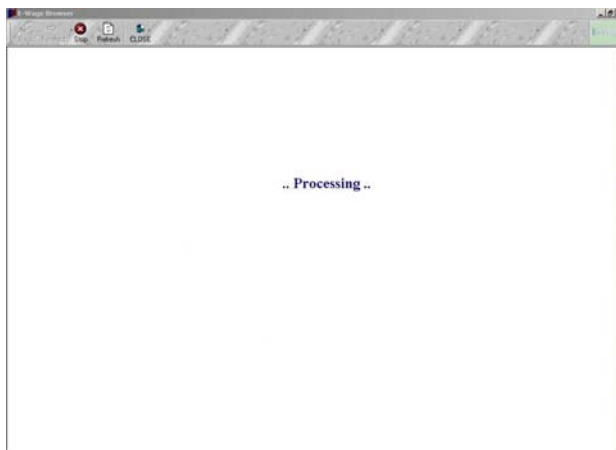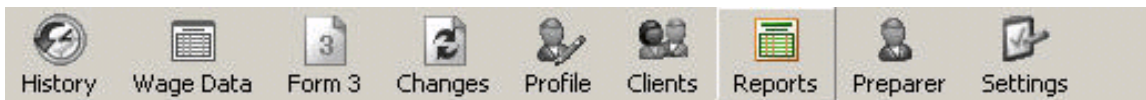
Internet Submission Confirmation Screen

Your quarterly reports have been successfully transmitted.
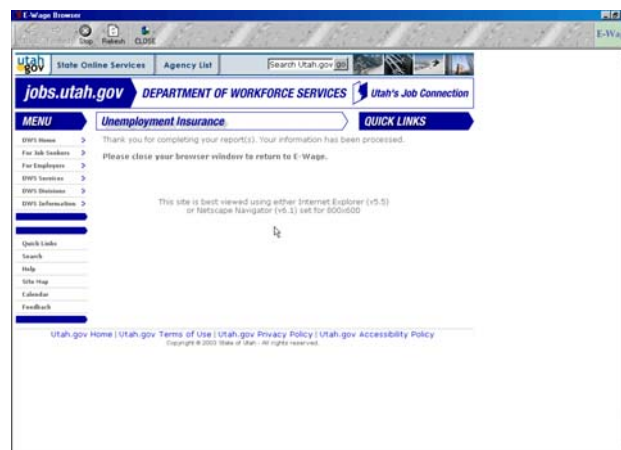
Submission By Diskette, CD, or Zip Disk

Select one of the categories from the "Reporting Options" drop down box. All accounts ready for submission will be displayed. Highlight the accounts being submitted. Select the "Diskette Creation" and click on "Process" button. Refer to "Reporting Options" page 26.
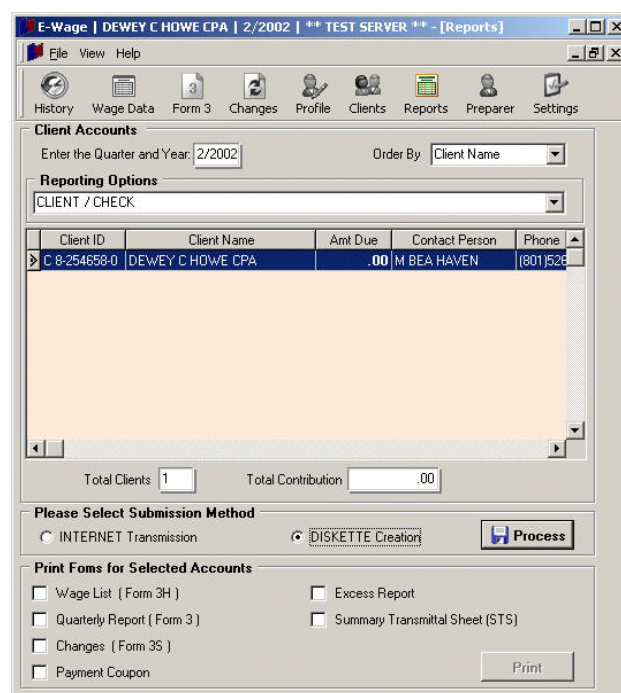
Drive Selection

Select a drive and load the appropriate media.

E-wage will show the disk drives that are available. The A drive is your 3.5" floppy. The other options may represent your Writeable CD or Zip drive. Magnetic media sent to the Department are erased or destroyed after processing and cannot be returned.
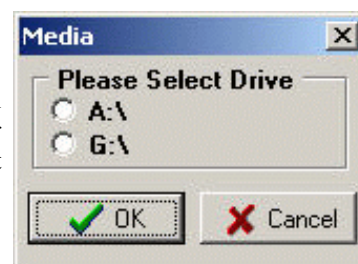
Formatting Disc Option

　　Diskette users will be asked if they want to erase the 3.5" floppy. This ensures that the disk is clean and ready to receive new data. If sending more than one data file on the diskette, do not reformat the diskette.

Confirm
Do you wish to ERASE this media? If you are submitting multiple quarters on this media, it is recommended that you do not.
Yes　　No

Submission Progress Bar

Copying ...
100 %
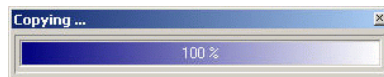
Diskette Creation Complete

Information
1 Client(s) have been processed and added to media.
OK
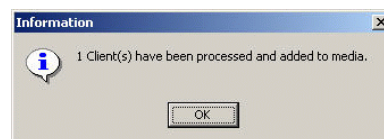
Diskette Label Reminder

　　Label the diskette with this information before mailing. Use only an adhesive label to identify the diskette. Do not use a sticky note! Magnetic media sent to the Department are erased or destroyed after processing and cannot be returned.

Information
Please label your diskette with the following information:

Multi-Submission
Preparer: DEWEY C HOWE CPA
Qtr: 2　Year: 2002
Prepared By: M BEA HAVEN
Phone #: (526) 432-3552
OK

Diskette Damage

　　If a diskette is unreadable, the Magnetic Media Department will notify you by mail concerning the problems. You will have ten (10) working days to submit a new diskette.

Create Diskette Labels

　　You may create your own label or use the label file that is provided.

> DWS
> Internal Use Only
> _____
> Acct #: __ - __ __ __ __ __ - __
> Company: _____
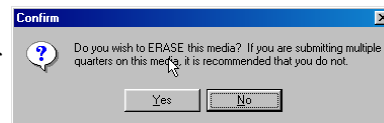> Qtr: _____ Year: _____
> Prepared By:
> _____

　　This Diskette Label file is available as a Word Perfect or Microsoft Word File. These files are found in the root directory on the program CD.

> Word Perfect = 　Ewage disc labels.wpd
> Microsoft Word= 　Ewage disc labels.doc

Label # 5963 Sheet Details
　　Sheet size 8.5"X 11"
　　Number of labels: 3X5
　　Label size: 2.69"X 2"
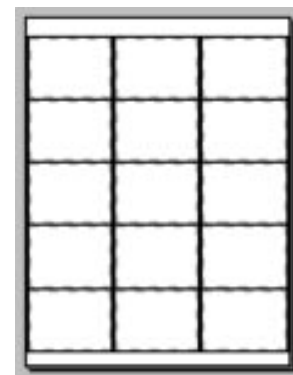
Printing Reports

A duplicate payment coupon may be printed and submitted with the Contribution Payment. **The other reports exist for the Tax Preparer's or Client's convenience and should not be filed as a Quarterly Report.**

Only reports for the quarter and year selected will print. Current quarterly reports may be printed at the time of submission. To print reports for clients after submission, select "All Clients Processed" from the "Reporting Options" drop down window. Highlight accounts being printed. Select the box of the reports being printed and click on the "Print" button.

Filing of Timely Report

Internet Reports:
The "Employer Quarterly Report" (Form 3), "Wage List" (Form 3H), and "Employer Profile" (Form 3S) submitted by 5:00 p.m. Mountain Standard Time will post by the following business day.

Diskette Reports:
The "Employer Quarterly Report" (Form 3), "Wage List" (Form 3H), and changes to the "Employers Profile" (Form 3S) submitted on diskette will post within 3 business days of their receipt. The envelope's post mark will be used to determine the timeliness.

Preparer

Preparer Profile Setup

  The first time that **E-Wage** begins, enter the basic "Tax Preparer Profile" information as shown. All fields must be completed and posted before proceeding.

  Once the "Tax Preparer Profile" has been completed, the "EFT Information" screen becomes active.

Tax Preparer EFT

  If the tax preparer makes the payment for each client, enter the tax preparer's EFT information. Once this screen is completed, save the "Tax Preparer Profile" by clicking on the "Post" button.

Client EFT

  If the client makes the payment, the "EFT Information" is set up in the "Client Profile." Refer to page 21.

EFT Setup

  This EFT payment option globally effects every client in **E-Wage**.

  Enable EFT Payment

    Check the "Enable EFT Transactions" box.

  Disable EFT Payment

    Uncheck the "Enable EFT Transactions" box.

Import Settings

DO NOT use this area unless you are importing wage data.

Wage Data Import Setup

Before importing payroll wage data into **E-Wage,** select an import option and define its setting.

After the option has been defined, check the setting. Use the "Browse" button to the right of the "Payroll Import File" box and select a file to import. The "View Payroll File" button opens the file to verify its structure. Click on the "Validate" button to validate the file import setting. This will not import any data. Use the "Wage Data Entry" screen to import wages. Refer to page 14.

If a problem occurs while importing data, the program will specify the nature of the problem. You must make the appropriate corrections and validate the file again before proceeding with the import process. Confirm that the data file structure and the import setting match.

Once the "Import Setup" is complete, click on the "Post" button to save the changes and return to the "Wage Data Entry" Screen to import wage information. Refer to "Entering Employee Wages" on page 14.

Importing JSwage Wage Data

(**E-Wage** has replaced JSwage, the Department's previous wage data program.)

The default setting for the "Fixed Length Format" file imports wage data from a JSwage transmittal file. Create a transmittal file in JSwage for each quarter being imported.

Once the Import Setup is complete, click on the "Post" button to save the changes and return to the "Wage Data Entry" screen to import wage information. Refer to "Entering Employee Wages" on page 14.

Comma Separated Value - CSV Format

Payroll data exported in a "CSV Format" file can be imported into *E-Wage*. For each needed data field in the record, specify its location in the "Comma Separated Value Format" box.

For wage data converted from payroll, please define the location of five fields: SSN, First Name or Initial, Middle Initial, Last Name, and Wages. Ensure that the input data is truly in "CSV Format" as shown in the following examples.

"529786765","JOE","J","JONES","2530.54"

529786765,JOE,J,JONES,2530.54

Specify the field numbers for each field in the "Comma Separated Value Format" box. For the example above, it would be set as follows:

SSN = 1 , First Name = 4, Middle Initial = 5,   Last Name = 6   Wages = 7

The "View Payroll File" button opens the file to verify its structure. Click on the "Validate" button to validate the file for import. This will not import any data to a quarter. Importing of wages occurs in the wage data screen. Refer to page 15.

These settings become the default for each subsequent quarter. If the wage data file structure changes, the default settings must be redefined.

Once the "Import Setup" is complete, click on the "Post" button to save the changes. Return to the "Wage Data Entry" screen to import wage information. Refer to "Entering Employee Wages" on page 14.

Fixed Length Format

Payroll data exported in a "Fixed Length Format" file can be imported into *E-Wage*. Within the "Fixed Length Format" box, specify the beginning and ending position for each data field.

A data field in a "Fixed Length Format" file falls in the exact starting and ending position for each record. All Wage Data converted from payroll needs the location defined for the following five fields: SSN, First Name, Middle Initial, Last Name, and Wages. Verify that the input data is a "Fixed Length Format" file. Ensure that you know the starting and ending positions for each needed field. Select the "View Payroll File" button to view the payroll data positions. *Specify the payroll data file location in the "Payroll Import File" box before using the "View Payroll File" button.*

These settings become the default for each subsequent quarter. If the wage data file structure changes, the default settings must be redefined.

Once the "Import Setup" is complete, click on the "Post" button to save the changes. Return to the "Wage Data Entry" screen to import wage information. Refer to "Entering Employee Wages" on page 14.

Excel File Format

Payroll data exported to an Excel file can be imported into *E-Wage*. Within the "Excel File Format" box, specify the column location for each needed data field.

For wage data converted from payroll, define the location for the following five columns: SSN, First Name, Middle Initial, Last Name, and Wages. Ensure that input data is in the correct column. The employee's full name cannot be in one column. If there is no middle initial, you may enter a zero for that location. Select the "View Payroll File" button to view the payroll data columns. *Specify where the payroll data file is found in the "Payroll Import File" box before using the "View Payroll File" button.*

These settings become the default for each subsequent quarter. If the wage data file structure changes, the default settings need to be redefined.

Once the "Import Setup" is complete, click on the "Post" button to save the changes. Return to the "Wage Data Entry" screen to import wage information. Refer to "Entering Employee Wages" on page 14.

Glossary

125 Cafeteria Plan : This refers to section 125 of the Internal Revenue Code which allows a company to offer their employees a choice of non taxable benefits. These wages are exempt from the Unemployment Tax and should not be reported as part of gross wages.

Account Closed : An account can be closed when it no longer has taxable Utah wages. This results from selling the business to a new owner, going out of business, continuing to operate without employees, or moving to another state.

Comma Delimited : In a Comma Delimited file each record is on one line. Each data element (Field) is separated by a single comma. Example *(John,Doe,120 any st.,Anytown, WW,08123)*.

Comma Separated Value : In a Comma Separated Value file, each record is on one line. Each data element (field) is separated by a single comma. Data Fields with embedded commas must be delimited with double-quote characters. In this example *(John,Doe,120 any st.,"Anytown, WW",08123)* "Anytown, WW" is one field.

Contributory Employer : This employer must pay a quarterly contribution (tax) to the state Unemployment Insurance Trust Fund. Most companies will fall under this category.

DWS : Department Of Workforce Services

EFT : Electronic Funds Transfer is a debit transaction.

Excess Wages : Excess wage is the amount paid to each employee after his or her year-to-date earnings exceed the maximum taxable wage.

Fixed Length Format : A data file where each needed field falls in the exact same starting and ending position for each data record.

Gross Wages : Total gross wages before deductions paid during the quarter. Includes all payments for services including cash, bonuses, commissions, tips, and gifts. Section 125 Cafeteria Plan wages are exempt and should not be included as part of gross wages.

Help Icon : The question mark icon (?) to the side of any field represents the help icon. Information and hints about each field are obtained by using the cursor to either click on, or simply hover over, the help icon.

Interest Due : The interest rate on unpaid tax due for a late payment is one percent (.01) per month or partial month.

ISP : Internet Service Provider

Ownership Changes : This occurs when a new legal entity becomes responsible for the business taxes (e.g., the business is sold to a new owner, you receive a new Federal Employers Identification Number (FEIN), you change to a corporation, limited liability company, or partnership).

Penalty Due : The penalty is a percentage of the tax due and is based on the number of days that the report is late. The minimum penalty is $25.00. If 1 to 15 days late applies, the penalty is five percent (.05). If it is 16 to 30 days late, the penalty is ten percent (.10). If it is 31 to 45 days late, the penalty is fifteen percent (.15). If it is 46 to 60 days late, the penalty increases to twenty percent (.20). If it is more than 60 days, the penalty becomes twenty-five percent (.25).

Reimbursable Employer : Although required to submit a Quarterly Report, this employer does not pay a quarterly contribution (tax) to the Unemployment Insurance Trust Fund. It reimburses the Fund when a former employee draws unemployment insurance benefits. Only non-profit organizations or governmental entities fall under this category.

STS : **"Summary Transmittal Sheet"** is the list of employers generated by E-Wage whose Quarterly Reports (Form 3) will be submitted by an accountant. One check pays required taxes.

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│ │                                       │ │
│ │            OUR MISSION                │ │
│ │                                       │ │
│ │        The mission of the Utah        │ │
│ │    Department of Workforce Services   │ │
│ │    is to provide quality, accessible, and │ │
│ │    comprehensive employment-related   │ │
│ │    and supportive services responsive │ │
│ │      to the needs of employers, job   │ │
│ │       seekers, and the community.     │ │
│ │                                       │ │
│ └───────────────────────────────────────┘ │
└─────────────────────────────────────────┘
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Visit our Contribution Tax website at
http://jobs.utah.gov/ui

Department of Workforce Services
Utah's Job Connection
P.O. Box 45233
140 East 300 South
Salt Lake City, UT 84145-0233
801-526-9494
800-222-2857 Ex 69494